

Model Script for Financial Reports

Because the Financial Reports are so important, here is the script for what the president says, what the financial officers say and what the recording secretary writes. In this script, the officers have made the motions; however, anyone could make these motions as long as the correct wording is used.

President: Time for the Financial Reports. Here is our Financial Secretary Georgia.

Financial Secretary Georgia O'Keefe: Thank you. I made one deposit, all spirit wear income, totaling \$2,650.73.

President: Thank you Georgia. The report will be filed for audit.

What the recording secretary writes:

Financial Secretary's Report—Georgia O'Keefe: Georgia deposited a total of \$2,650.00. The report was filed for audit.

President: Now it is time for the Treasurer's Report. Andy?

Treasurer, Andy Warhol: Thank you. If you look at the report, you see that the opening balance on March 27, 2013 was \$2,672.65; the total income was \$2,650.00; the total expenditures were \$501.31; the ending balance on April 24, 2013 was \$4,821.34.

President: The report will be filed for audit. *[Note that no motion is needed for the report itself.]*

What the recording secretary writes (must record opening balance, total deposits, total disbursements and closing balance):

Treasurer's Report—Andy Warhol: The opening balance on March 27, 2013 was \$2,672.65; the total income was \$2,650.00; the total expenditures were \$501.31; the ending balance on April 24, 2013 was \$4,821.34. Andy's report was filed for audit.

Andy Warhol: As you can see from the report, there are checks paid since the previous association meeting requiring ratification. I move to ratify bills paid by checks #3245-3249 as printed in the treasurer's report for a total of \$501.31. *[If there are checks to ratify that are not on the treasurer's report, details must be given]*

President: Is there a second? *[Following the second, the president completes the voting process.]*

What the recording secretary writes:

MOTION: ANDY WARHOL MOVED TO RATIFY BILLS PAID BY CHECKS #3245-3249 AS PRINTED IN THE TREASURER'S REPORT FOR A TOTAL OF \$501.31. THE MOTION WAS SECONDED AND ADOPTED.

President: Anything else Andy?

Andy: Yes thank you. There are two checks that I need to write at the end of the evening. I move to approve payment of check #3250 for \$45.67 to myself for photocopying expenses and check #3251 for \$37.50 for reimbursement to Maria Tallchief, the Reflections chair, for certificate expenses, for a total of \$83.17.

President: Is there a second? *[Following the second, the president completes the voting process.]*

What the recording secretary writes (Motions to release or allocate funds must include all details (check number, to whom the check is made out, what the check is for) :

MOTION: ANDY WARHOL MOVED TO APPROVE CHECK #3250 FOR \$45.67 TO ANDY WARHOL FOR PHOTOCOPYING EXPENSES AND CHECK #3251 FOR \$37.50 TO MARIA TALLCHIEF, REFLECTIONS CHAIR, FOR REIMBURSEMENT FOR CERTIFICATE EXPENSES, FOR A TOTAL OF \$83.17. THE MOTION WAS SECONDED AND ADOPTED.

Andy: Madam President, I move to increase the budget line item for Sacramento Safari from \$250 to \$625.

President: Is there a second? *[There is second from the floor.]* It is has been moved and seconded to increase the budget line item for Sacramento Safari from \$250 to \$625. Andy, would you like to speak to the motion as this is quite an increase.

Andy: The budget was not enough to cover a student and the extra cost to send a chaperone since the chaperone must accompany the student on the group flight which is more expensive than flying independently. If anyone has further questions, I'm sure that our Sacramento Safari chair will be happy to answer them.

President: Any questions? *[Following the questions, the president completes the voting process.]*

What the recording secretary writes :

MOTION: ANDY WARHOL MOVED TO INCREASE THE BUDGET LINE ITEM FOR SACRAMENTO SAFARI FROM \$250 TO \$625. THE MOTION WAS SECONDED AND ADOPTED. Andy explained that the costs of the chaperone had to be included.

President: Thank you Andy. And now our auditor will present. *[The auditor makes this report three times a year.]*

Auditor Anna Pavlova: I would like to read the following statement. "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them substantially correct. Audit completed March 15, 2013." I move to adopt the audit for the period January-February 2013, completed March 15, 2013. *[The auditor reads the statement from the bottom of the audit form; the recording secretary can copy that statement off of the form itself. An auditor can find the financial records correct, substantially correct or incorrect. In the latter two instances, the auditor provides a sheet listing the notes to cover what was incorrect; the contents of the sheet are not put in the minutes.]*

President: Is there a second? *[Following the second, the president completes the voting process.]*

What the recording secretary writes:

Auditor's Report--Anna Pavlova: Anna read the following statement: "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them substantially correct. Audit completed March 15, 2013."

MOTION: ANNA PAVLOVA MOVED TO ADOPT THE AUDIT FOR THE PERIOD JANUARY-FEBRUARY 2013, COMPLETED ON MARCH 15, 2013. THE MOTION WAS SECONDED AND ADOPTED.

The Auditor's Report will be filed for audit.

All motions involving money must be recorded in the minutes.

The recording secretary must collect the treasurer's reports, audits, and budgets and include them with the minutes.

Changing bank signers: In May or June of each year, make sure that the minutes contain the necessary motions concerning the bank signers for your PTA. (See bylaws for those who are signers on account.) Send an email to the treasurer reminding him/her to make these motions and if needed, give the proper wording. **Do not put all the actions in one motion. Put all the removals in one motion, all the additions in another motion and all the confirmations in another. This keeps the actions clear (one verb per motion in other words)!**

Sometimes you have one or two officers who are serving a second term. In that case, you will need three motions:

MOTION: JOHN BROWN MOVED TO REMOVE ANNE BLACK, CURRENT FIRST VICE PRESIDENT, FROM THE APPROVED CHECK SIGNERS ON THE SELENA SLOAN BUTLER MIDDLE SCHOOL PTA BANK OF AMERICA CHECKING ACCOUNT FOR THE 2013-2014 TERM, BEGINNING ON JULY 1, 2013. THE MOTION WAS SECONDED AND ADOPTED.

MOTION: JOHN BROWN MOVED TO ADD PETER PINKWATER, INCOMING FIRST VICE PRESIDENT AS A CHECK SIGNER ON THE SELENA SLOAN BUTLER MIDDLE SCHOOL PTA BANK OF AMERICA CHECKING ACCOUNT FOR THE 2013-2014 TERM, BEGINNING ON JULY 1, 2013. THE MOTION WAS SECONDED AND ADOPTED.

MOTION: JOHN BROWN MOVED TO CONFIRM EDWARD EBONY, CURRENT AND INCOMING PRESIDENT, AND CINDY IVORY, CURRENT AND INCOMING TREASURER, AS CHECK SIGNERS ON THE SELENA SLOAN BUTLER MIDDLE SCHOOL PTA BANK OF AMERICA CHECKING ACCOUNT FOR THE 2013-2014 TERM, BEGINNING ON JULY 1, 2013. THE MOTION WAS SECONDED AND ADOPTED.